

PREVENTION SERVICES SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The work involves assessment, planning and implementation of a variety of prevention activities within a local school district. The Prevention Services Specialist will determine the district's needs and provide the design and coordination of activities which will meet those needs. The incumbent will act as a consultant to school administrators, curriculum coordinators, individual classroom teachers, parent groups and community groups. Administrative supervision is provided with leeway allowed for the exercise of independent judgment. The Prevention Services Specialist typically does not supervise subordinates. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assesses needs and develops curriculum on a grade appropriate level;

Facilitates implementation of curriculum utilizing educational materials as well as local public and private primary prevention providers such as police agencies, the District Health Coordinator, Council on Alcoholism, Drug Awareness Center, Stop DWI program;

Reviews current school based prevention programs operating statewide for possible local use and networks with prevention programs in the Division of Substance Abuse Services Central New York Region;

Designs workshops for school administrators, teachers, parents, and the community to create awareness, and in turn, prevention of student problems, such as, substance abuse, truancy, teen pregnancy, stress related illness or low self-esteem;

Serves as chairman to the Drug Free School Advisory Committee, the Community Task Force and as Director of CORE and CARE teams within the School District;

Serves as contact person with the local, state and federal agencies on substance abuse issues;

Prepares and administers the budget for education and prevention programs;

Keeps accurate records and prepares reports as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of school district policies and procedures; good knowledge of public and private agencies which provide prevention services; good knowledge of prevention theories and education principles related to these theories; working knowledge of the different developmental characteristics of students at different grade levels; ability to identify student problems and causative factors; ability to express oneself clearly and concisely both orally and in writing; ability to establish and maintain effective working relationships with educators, community organization and parents; physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and two years of experience in substance abuse prevention or substance abuse intervention services.

NOTE: Additional education beyond the Bachelor's Degree may be substituted on the basis of 30 credit hours being equal to one year of experience up to a maximum of two years total.

REVISED: July 17, 1995

CIVIL SERVICE CLASSIFICATION: COMPETITIVE